



Kingsmead Parish Council
PO Box 448
Knutsford
WA16 1FJ

Clerk: Lara Jacob
Telephone: 01606 533858
clerk@kingsmeadpc.org.uk

Councillors are summoned to attend the ORDINARY PARISH COUNCIL MEETING to be held online using Zoom video conferencing on Monday 15 March 2021 at 7.30pm

<https://us02web.zoom.us/j/81824226661?pwd=SzdJdWMYSTVoT0RTZVNlUc1kranVuZz09>

Meeting ID: 818 2422 6661 Passcode: 829056

Lara Jacob

Lara Jacob, Clerk to the Council

Date: 9 March 2021

A G E N D A

1. **To receive apologies**
2. **Disclosure of interest in items on the agenda**
To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct
3. **Public open forum**
a) Members of the public are invited to address Councillors and raise issues of concern
4. **PCSO**
To receive a report from PCSO Phil Hambleton (*to follow*)
5. **Approval and receipt of Minutes**
a) **To approve** the minutes of the Ordinary Meeting held on 15 February 2021 (*attached*)
b) **To approve** the minutes of the Finance Committee Meeting held on 1 March 2021 (*attached*)
6. **Summer Event**
To discuss the possibility of hosting or co-hosting a summer event.
7. **Finance and administration**
a) **To approve** the Unity Trust bank reconciliation to 02-03-21 (*attached*)
b) **To approve** bank reconciliations for the Nationwide 45 Day bank account to date and the 125 Day bank account to date (*to follow*)
c) **To approve** the Yorkshire Bank reconciliation to date (*to follow*)
d) **To approve** accounts for payment in March 2021 (*attached*)
e) **To note** accounts paid February 2021 (*attached*)
f) **To note** financial position/management accounts to end March 2021 (*attached*)
g) **To approve** the timesheets submitted by the clerk
h) **To consider** a request for funding from a local organisation (*attached*)

Ordinary Meeting Agenda (cont.)

- i) **To approve** an instruction to be sent to the Unity Trust Bank, the Nationwide Building Society and the Yorkshire Building Society that Lindsey Parton, as the appointed clerk to the Parish Council, will be a named signatory on the accounts held by the Parish Council.
- j) **To approve** the registering of a PO Box address to enable Parish Council correspondence to be received by Lindsey Parton and in so doing advise the Unity Trust Bank, the Nationwide Building Society and the Yorkshire Building Society and any other relevant parties that this is the official address for the receipt of all correspondence for the Parish Council.
- k) **To consider** the renewal of the payroll service provided by Shires Pay Services for the financial year 2021/22 (*renewal enclosed*)

8. Planning Applications

- a) **To note** that the following applications were received, circulated and no comment is to be made:

21/00524/TPO 9 Coronet Avenue Davenham Northwich CW9 8FX

Proposal: Reduce the size of the Oak tree (T1) by approx 30% as it is shading the garden and neighbour's garden. The tree roots are causing a lot of issues with the grass in the garden.

21/00361/FUL 16 Kensington Way Davenham Northwich Cheshire CW9 8GG

Proposal: Single storey rear extension

- b) **To consider** a response to the following planning applications:

21/00808/TPO 2 Royal Gardens Davenham Northwich Cheshire CW9 8HB

Proposal: Sycamore [T1] located at the front right border by water works compound entrance - Reduce height by approx 4m and a reduction of laterals property side by approx 2m, crown raise to approx 6m from ground level.

21/00560/FUL Cherry Cottage 25 Dobells Road Northwich Cheshire CW9 8DT

Proposal: Demolition of existing front porch and rear conservatory, erection of a porch canopy, single storey side and two storey rear extension, alterations to windows/doors, rendering application

9. Deeds of Variation

To consider the resident information document and agree the methods of publicising it (*in circulation*)

10. St George's Way

To consider the latest response received by CHL Solicitors (*in circulation*)

11. Environmental Matters

- a) **To consider** how to respond to residents who undertake work to Parish Council property without consent
- b) **To consider** the quotation received for tree remedial works at Burwudsley close (*attached*)
- c) **To consider** the further information received on the tree tagging system (*to follow*)
- d) **To consider** quotations (if received) for brickwork repairs, electrical repairs and the repair of railings at the Clocktower
- e) **To consider** the report and recommendations from the Wildflower Working Group (*meeting notes attached*)
- f) **To discuss** the anti-social behaviour incidents reported at Poor's Woods.
- g) **To note** that the management company of the Willows apartment block had responded to the request to consider changes to make footpaths more accessible and are establishing ownership in

Ordinary Meeting Agenda (cont.)

order to progress matters.

h) **To receive** any other updates.

12. **Ponds Works**

a) **To consider** the request by a resident for locating a bench at Coronet Way pond.

b) **To consider** any other issues relating to ponds, culverts or drainage

13. **Play Parks**

a) **To consider** the quotations received for works to the play areas (*attached*)

14. **Agenda items for the next meeting**

To note agenda items to be considered at the March meeting

15. **Close of meeting**

Closed session items

Members of the public should be aware that the council may take a vote on any item on the agenda to resolve that the item be dealt with in closed session. The law permits the exclusion of the press and public when the council is discussing matters which may contain sensitive information, such as legal advice or matters pertaining to individuals.

Public Bodies (Admission to Meetings) Act 1960 s.2

A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

Minutes of an ORDINARY PARISH COUNCIL MEETING held Monday 18 January 2021 at 7.30pm via Zoom Video Conferencing

Present: Cllr Bannister (Chairman), Chappell, Hoey, Reed, Weltman and Williams

Also in attendance: Lara Jacob (Clerk); 2 members of the public

1. **To receive apologies**

Apologies were received from Cllr Boylan, Jewitt, Logan and Martin (all work commitments)

2. **Disclosure of interest in items on the agenda**

No disclosures were made

3. **Public open forum**

No members of the public were in attendance

4. **PCSO**

PCSO Phil Hambleton attended the meeting and reported that a number of anti-social behaviour complaints had been made including gatherings in the wooded areas and at Kensington Way Park and noise nuisance by youths playing football; a bike had been reported stolen from a rear garden; six speeding activations had taken place on Monarch Drive and a driver stopped and charged with drink driving on the spine road.

5. **Approval and receipt of Minutes**

- a) **To approve** the minutes of the Ordinary Meeting held on 18 January 2021

Resolved – the minutes were a true record of the meeting held on 18 January 2021.

- b) **To approve** the minutes of the Extra Ordinary Meeting held on 25 January 2021

Resolved – the minutes were a true record of the meeting held on 25 January 2021.

6. **Finance and administration**

- a) **To approve** the Unity Trust bank reconciliation to 03-02-2021

Resolved – approval of the Unity Trust bank reconciliation to 03-02-2021.

- b) **To approve** bank reconciliation for the Nationwide 45 Day bank account to 03-02-21 and the 125 Day bank account to 19-01-2021

Resolved – approval of the Nationwide bank reconciliations.

- c) **To approve** the Yorkshire Bank reconciliation to 31-12-2020

Resolved – approval of the Yorkshire bank reconciliation to 31-12-2020.

- d) **To approve** accounts for payment in February 2021

Resolved – approval of the accounts for payment as presented.

Ordinary Meeting Minutes (cont.)

- e) **To note** accounts paid January 2021

Noted – the payments made in January 2021.

- f) **To note** financial position/management accounts to end February 2021

Noted – the financial position at the end of February 2021.

- g) **To consider** if a transfer of funds from the Nationwide 45-day savings account to cover future payments is necessary.

Resolved – that as the VAT reclaim of £13,092.91 had been received, that there was no need to transfer funds.

- h) **To note** that a precept request of £198,482, being a charge of £104.69 on each Band D equivalent property (0% increase on 2020/21) was made to Cheshire West and Chester Council.

Noted – that the precept request had been acknowledged as received by Cheshire West and Chester.

- i) **To approve** the purchase of Close of Year services from Rialtas at a cost of £560 (plus VAT) which includes the restatement of the accounts from Receipts and Payment to Income and Expenditure, necessary as the parish council have exceeded the £200,000 turnover figure for financial year 2020/21.

Resolved – that the Close of Year service will be purchased at a cost of £560

- j) **To approve** the timesheets submitted by the clerk

Resolved – to accept the timesheets submitted by the clerk.

7. Planning Applications

- a) **To note** that Cheshire West and Chester (CWAC) have approved the following planning applications:

20/03072/FUL Northwich Fire Station Braddon Close Davenham Northwich CW9 8HQ

Proposal: Single storey rear extension, external alterations including facade treatments, replacement windows and doors, new external access door and external hard and soft landscaping works.

20/04298/FUL 1 Mereworth Drive Northwich Cheshire CW9 8WY

Single storey side/rear extension

Noted – the decisions of CWAC Planning Department

- b) **To note** that the following application was received, circulated and no comment is to be made:

20/04858/FUL Anderton Place Sandbach Drive Northwich

Proposal: Replacement of the roof covering

Noted – that no comment was submitted by the parish council.

- c) **To consider** a response to the following planning application:

21/00074/FUL 10 Kensington Way Davenham Northwich Cheshire CW9 8GG

Proposal: Alterations to front to replace garage door with a window for a garage Conversion

Resolved – that no comment will be submitted to this planning application, but a general comment regarding the loss of parking space potential when garage conversions take place will be made to the CWAC Planning Department.

- d) **To note** that a consultation has been advised on the HS2 Phase 2a Scheme between the West Midlands and Crewe. The consultation will close at **11:45pm on Friday, 26 February 2021** and can be accessed here: www.hs2.org.uk/phase2a

Noted – that the consultation is taking place.

8. **Deeds of Variation**

The document provided by Chambers Fletcher was considered

Resolved – that clarification will be sought to establish the intention of the document and the role of parties to the document.

9. **St George's Way**

The latest communication sent by CHL Solicitors was considered.

Noted – that correspondence had been sent to the other party's solicitor as agreed by the parish council.

Resolved – that the invoice for £1560, accompanying the correspondence would be paid this month.

10. **Grounds Maintenance Contract**

The tender contract was reviewed.

Resolved – that the following elements will be highlighted at the meeting with the contractor:

- Gate repairs
- Repairs to railings
- Provision of signage at the play areas
- Cleaning of the Kingsmead sandstone signs
- Provision of litter bins

11. **Environmental Matters**

a) Additional Flower Bed – the contractor had communicated that the scope of work to install lighting was not something that could be undertaken by his company.

Resolved – that due to costings and complexity the installation of lighting to the sign in front of the flower bed will not be pursued and that purchase orders for planting of an existing flower bed and planting of the new flower bed should be issued to the contractor.

b) **To approve** the adoption of the Tree Management Policy

Resolved – that, with the addition of the words “and shrubbery” where the word “trees” occur, the Tree Management Policy will be adopted as a policy of the parish council and be available through the council's website.

c) The quotation for tagging trees was considered.

Resolved – that further information will be requested on how the system proposed will work in practice and whether any ongoing maintenance or annual costs will be chargeable for access to the data.

d) Resident queries on the pruning of trees at Burwudsley Close and Knightsbridge were discussed.

Resolved – that no tree works will be undertaken before this year's bird-nesting season begins; that a tree management contract tender exercise will take place soon and following this, the recommended works and timetable outlined in the Tree Management Report will be undertaken by the successful contractor.

e) The water run-off and drainage issues at Dobells Road pathway and junction of St Georges, raised by residents was discussed.

Resolved – that an opinion on the remedy to the drainage problem which is causing damage to the pathway will be sought.

f) **To consider** quotations (if received) for brickwork repairs, electrical repairs and the repair of railings at the Clocktower.

The quotation for electrical repairs was the only one received.

Resolved – a comparison quotation for the repairs to the lights would be sought; that quotations for the

other elements would be brought to the next meeting.

g) Correspondence from a resident regarding accessibility to a footpath adjacent to the Willows apartment block at the end of Sandbach Drive was discussed.

Resolved – that the parish council will write to the management company in support of the request made by the resident.

h) **To receive** an oral report on other issues raised by residents

Noted – there had been requests for litter pick equipment from several residents; enquiries had been made by two residents regarding installation of fencing to boundaries; the company whose vehicle had damaged the verge by St George's field are sending someone to assess the damage caused; the grit bin by St George's Way had been filled.

12. **Ponds Works**

Noted – that there was some litter accumulating in the ponds.

13. **Play Parks**

a) The recommendation from the Play Area Committee that the play equipment at Burwudsley Park be removed following the latest play inspection report was discussed

Resolved – that quotations for the removal of the play equipment are sought.

b) The gradual replacement of the wooden bark floor coverings in the park areas with eco rubber chippings was discussed.

Resolved – that several options will be investigated and that a trial of an alternative surface might take place at Campbell Close following the installation of the new equipment.

14. **Newsletter sponsorship**

Information and advice received regarding business sponsorship of a parish newsletter was discussed.

Resolved – that further advice could be requested from ChALC in the form of a policy template.

15. **Clerk Vacancy**

Resolved – that this item be discussed in closed session.

16. **Agenda items for the next meeting**

The following items were agreed to be considered at the March meeting:

The A556 junction – feedback from Hartford and Davenham;

Report of the Wildflower Working Group

The clerk left the meeting at 21.16

17. **Close of meeting**

Closed session items

Members of the public should be aware that the council may take a vote on any item on the agenda to resolve that the item be dealt with in closed session. The law permits the exclusion of the press and public when the council is discussing matters which may contain sensitive information, such as legal advice or matters pertaining to individuals.

Public Bodies (Admission to Meetings) Act 1960 s.2

A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to

Ordinary Meeting Minutes (cont.)

the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

15. Clerk Vacancy

The panel reported that all candidates interviewed were of a high calibre, making the decision a difficult one.

Resolved – by unanimous vote, that the recommendation of the recruitment panel to appoint Lindsey Parton as clerk to the parish council be accepted.

The meeting closed at 21.33

Minutes of the FINANCE COMMITTEE MEETING held Monday 1 March 2020 at
7.30pm via Zoom Video Conferencing.

Present: Cllrs Martin (chair), Boylan, Chappell, Reed and Bannister

Also in attendance: Lara Jacob (Clerk)

1. To receive Apologies

Noted: All members were present

2. Disclosure of interest in items on the agenda

To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct.

Noted: No interests were declared

3. Public open forum

Members of the public are invited to address Councillors and raise issues of concern

Noted: No members of the public were present.

4. Salary and Pension Arrangements

a) To discuss and agree the appropriate salary scale for the clerk appointment.

Resolved: the starting salary will be offered at SCP25 with a review at the end of the six-month probationary period.

b) **To discuss and agree** the Pension offer for the clerk appointment

Resolved: the Cheshire Pension Scheme will be offered

5. Service Level Agreement for Grounds Maintenance

Resolved: the advising company will be contacted for advice on the best way to proceed to establish the contents of the tender document as being the terms and conditions of the contract.

6. Close of Meeting

Noted: The meeting closed at 7.58pm

Date: 02/03/2021

Kingsmead Parish Council 2020/2021

Page 1

Time: 10:07

**Bank Reconciliation Statement as at 02/03/2021
for Cashbook 1 - Current Bank A/c**

User: LARA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current T2	02/03/2021	137	39,503.49
			<u>39,503.49</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			39,503.49
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			39,503.49
		Balance per Cash Book is :-	39,503.49
		Difference is :-	0.00

Date: 08/03/2021

Kingsmead Parish Council 2020/2021

Page 1

Time: 20:14

Cashbook 1

User: LARA

Current Bank A/c

Payments made between 01/03/2021 and 31/03/2021

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
15/03/2021	Hutchinson 3G	DD	8.00			4235	120	8.00	Monthly mobile phone charge
16/03/2021	WAP Lawton & Son Ltd	BACS	5,832.00		972.00	4300	130	4,860.00	Monthly Maintenance
16/03/2021	New Cheshire Business Park Ltd	BACS	104.00		17.33	4237	120	86.67	Monthly Storage
16/03/2021	Zoom Video Communications Ltd	BACS	14.39		2.40	4238	120	11.99	Monthly Charges
16/03/2021	Lara Jacob	BACS	661.89			4000	110	661.89	Monthly salary
16/03/2021	HMRC	BACS	177.16			4010	110	177.16	PAYE
16/03/2021	Lloyds Bank	DD	6.00			4205	120	6.00	Card charges
20/03/2021	Telecoms World Plc	DD	20.40		3.40	4235	120	17.00	Monthly VOIP Charges
Total Payments:			6,823.84	0.00	995.13			5,828.71	

Time: 09:15

Current Bank A/c

List of Payments made between 01/02/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/02/2021	Hutchinson 3G UK	DD	8.00		Mobile phone charges
15/02/2021	Lloyds Bank	DD	6.00		Monthly card charges
16/02/2021	Lara Jacob	BACS	586.41	FC	Salary for January
16/02/2021	HMRC	BACS	146.51	FC jan 21	Tax and NIC
16/02/2021	Play Inspection & Maint Svcs	BACS	356.40		Site inspection Jan 2021
16/02/2021	Came and Company	BACS	51.33	FC Jan 21	Additional premium
16/02/2021	WAP Lawton & Son Ltd	BACS	252.00	FC Jan 21	Repair Knee Rail Bickley Close
16/02/2021	WAP Lawton & Son Ltd	BACS	5,832.00		Monthly maintenance charge
16/02/2021	New Cheshire Business Park Ltd	BACS	104.00		Storage Unit Feb
16/02/2021	S MORGAN	BACS	20.13	FC Feb 21	Additonal hours
16/02/2021	HMRC	BACS	5.00		Tax and NIC S Morgan
16/02/2021	Lara Jacob	BACS	14.39		Zoom recharge
16/02/2021	Shires Pay Services Ltd	BACS	52.20		Payroll Quarterly Charge
16/02/2021	Play Inspection & Maint Svcs	BACS	594.00		Annual Inspection
16/02/2021	Chafes Hague Lambert	BACS	1,560.00	PC Feb 21	Advice St Georges Way
22/02/2021	Telecoms World Plc	DD	20.40		VOIP Phone services
Total Payments			<u>9,608.77</u>		

Detailed Receipts & Payments by Budget Heading 31/03/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 Income</u>						
1076 Precept	200,550	200,550	0			100.0%
1095 Income -Gas Governer Lease	100	0	(100)			0.0%
1100 Grants & Donation Received	0	15,000	15,000			0.0%
1990 Other Income	1,028	100	(928)			1028.0%
Income :- Receipts	201,678	215,650	13,972			93.5%
Net Receipts	201,678	215,650	13,972			
<u>110 Staff Costs</u>						
4000 Staff Salary	13,573	18,000	4,427		4,427	75.4%
4010 PAYE & NI	3,762	4,900	1,138		1,138	76.8%
4030 Pension	4,021	6,050	2,029		2,029	66.5%
4050 Staff Mileage & Benefits	30	100	70		70	29.7%
4060 Staff other Expenses	266	50	(216)		(216)	532.8%
Staff Costs :- Indirect Payments	21,653	29,100	7,447	0	7,447	74.4%
Net Payments	(21,653)	(29,100)	(7,447)			
<u>120 Admin Costs</u>						
1090 Interest Received	41	0	(41)			0.0%
Admin Costs :- Receipts	41	0	(41)			
4200 Training - Members and Clerk	165	650	485		485	25.4%
4205 Bank Charges	123	120	(3)		(3)	102.9%
4210 Audit Fees	889	1,000	111		111	88.9%
4215 Professional Fees	12,118	8,500	(3,618)		(3,618)	142.6%
4216 Legal Fees - Estate Rentcharge	0	10,000	10,000	1,200	8,800	12.0%
4220 Subscriptions & Memberships	1,588	1,500	(88)		(88)	105.9%
4225 Insurance	1,567	1,600	33		33	97.9%
4230 Stationery & Postage	166	150	(16)		(16)	110.8%
4235 Telephone & Broadband	239	300	61		61	79.8%
4236 PC Office Costs	2,111	1,500	(611)		(611)	140.7%
4237 Storage Unit Hire	1,040	1,100	60		60	94.5%
4238 Video Conferencing	26	0	(26)		(26)	0.0%
4240 Website	90	500	410		410	18.0%
4245 Newsletter Printing	0	500	500		500	0.0%
Admin Costs :- Indirect Payments	20,123	27,420	7,297	1,200	6,097	77.8%
Net Receipts over Payments	(20,082)	(27,420)	(7,338)			

20:17

Detailed Receipts & Payments by Budget Heading 31/03/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>130 Maintenance</u>						
4300 Grounds Maintenance Contract	58,320	58,320	0		0	100.0%
4305 Additional Grounds Maintenance	12,722	10,000	(2,722)	976	(3,698)	137.0%
4320 Clocktower service	130	130	0		0	100.0%
4340 Ponds & Culvert	20,471	23,500	3,029		3,029	87.1%
4350 Paths	10,700	10,700	0		0	100.0%
4360 Tree Works	8,912	11,000	2,088	2,950	(862)	107.8%
4365 Woodland tree work	480	0	(480)		(480)	0.0%
4370 Tree Surveys	2,950	0	(2,950)		(2,950)	0.0%
Maintenance :- Indirect Payments	114,685	113,650	(1,035)	3,926	(4,961)	104.4%
Net Payments	(114,685)	(113,650)	1,035			
<u>140 Play Areas</u>						
1100 Grants & Donation Received	5,141	0	(5,141)			0.0%
Play Areas :- Receipts	5,141	0	(5,141)			
4400 Play Equipment Maintenance	3,890	10,000	6,110	4,079	2,031	79.7%
4410 Play Equipment Inspections	1,742	1,500	(242)		(242)	116.2%
4420 Play Equipment Purchases	1,028	15,000	13,972		13,972	6.9%
Play Areas :- Indirect Payments	6,660	26,500	19,840	4,079	15,761	40.5%
Net Receipts over Payments	(1,519)	(26,500)	(24,981)			
<u>150 Events/S137 Expenditure</u>						
4255 Section 137 Expenditure	897	1,000	103		103	89.7%
4510 Xmas Lighting and Event	2,725	2,950	225		225	92.4%
Events/S137 Expenditure :- Indirect Payments	3,622	3,950	328	0	328	91.7%
Net Payments	(3,622)	(3,950)	(328)			
<u>999 VAT Data</u>						
115 VAT on Receipts	18,616	15,000	(3,616)			124.1%
VAT Data :- Receipts	18,616	15,000	(3,616)			124.1%
515 VAT on Payments	14,870	15,000	130		130	99.1%
VAT Data :- Indirect Payments	14,870	15,000	130	0	130	99.1%
Net Receipts over Payments	3,746	0	(3,746)			

Detailed Receipts & Payments by Budget Heading 31/03/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Receipts	225,476	230,650	5,174			97.8%
Payments	181,612	215,620	34,008	9,205	24,803	88.5%
Net Receipts over Payments	<u>43,864</u>	<u>15,030</u>	<u>(28,834)</u>			
Movement to/(from) Gen Reserve	<u>43,864</u>					

Summary Receipts & Payments by Budget Heading 31/03/2021

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income						
	Receipts	201,678	215,650	13,972			93.5%
110	Staff Costs						
	Payments	21,653	29,100	7,447		7,447	74.4%
120	Admin Costs						
	Receipts	41	0	(41)			0.0%
	Payments	20,123	27,420	7,297	1,200	6,097	77.8%
	Movement to/(from) Gen Reserve	<u>(20,082)</u>					
130	Maintenance						
	Payments	114,685	113,650	(1,035)	3,926	(4,961)	104.4%
	less Transfer to EMR	0					
	Movement to/(from) Gen Reserve	<u>(114,685)</u>					
140	Play Areas						
	Receipts	5,141	0	(5,141)			0.0%
	Payments	6,660	26,500	19,840	4,079	15,761	40.5%
	Movement to/(from) Gen Reserve	<u>(1,519)</u>					
150	Events/S137 Expenditure						
	Payments	3,622	3,950	328		328	91.7%
999	VAT Data						
	Receipts	18,616	15,000	(3,616)			124.1%
	Payments	14,870	15,000	130		130	99.1%
	Movement to/(from) Gen Reserve	<u>3,746</u>					
Grand Totals:- Receipts		225,476	230,650	5,174			97.8%
Payments		181,612	215,620	34,008	9,205	24,803	88.5%
Net Receipts over Payments		<u>43,864</u>	<u>15,030</u>	<u>(28,834)</u>			
less Transfer to EMR		0					
Movement to/(from) Gen Reserve		<u>43,864</u>					

When people are diagnosed with a long term condition in which pain is a feature, they very often struggle with the stress of diagnosis and living with the symptoms and how it impacts their work and social life. This is where THRIVE Chronic Pain Support Group will offer ongoing support sessions to help members lower their stress and anxiety levels and encourage a positive outlook to this change and somewhere to meet where everybody understands their experiences.

I would be grateful if you could read the attached letter and consider supporting us in this venture with the help of a financial grant. This would support members living with long term pain conditions have a brighter future

Kind regards Jennie Deus (Kingsmead resident).

We are a small charity with a constitution and a charity bank account.

The money will be used towards offering our members the following: Tai Chi, qigong, chair based exercise, mental health awareness sessions, mental health first aid training, activator training and as restrictions allow towards a mini bus for outings.

Our current membership is 136 and rising daily. The majority at present are from the Northwich area - approximately 90% of the membership. I do not currently have the exact numbers resident on kingsmead but a number of members have indicated they are on the kingsmead estate.

Dear Clerk to the Council,

Thrive Chronic Pain Support Group supports adults with Chronic pain of any description, some of whom have co morbid conditions such as mental health, autism, diabetes etc. Members vary in age and background; some work and others are reliant on benefits.

We have observed our membership leap during Covid 19 Restrictions from 14 to 135. Our online membership has skyrocketed and members are communicating they are now struggling with their physical and mental health due to isolation, a fear of meeting up with others and catching the virus and lack of exercise and social integration.

Our membership has shown an interest in online offers of exercise, but the cost of these sessions has been an expense most cannot justify at this time, especially to those out of work.

The group was established to offer a wide range of support, including support through the benefits of physical activity and mental health and wellbeing support. With the current situation, we are looking to offer our membership guided virtual walks, online tai chi and chair based exercise, mental health first aid training, mental health awareness, activator training and post lockdown will move these to face to face sessions.

We have been able to secure some funding to start offering these from 1st April. Unfortunately, as our membership has increased so much the interest in these sessions has also increased to a level not covered by the current funding.

Also following the end of the lockdown we will need to meet rental costs of a venue to offer face to face sessions and support.

Therefore, I am asking if you could consider offering any funding to our group to enable us to offer our support and sessions to more of our membership. We are receiving new members on a daily basis which is proving how much of a need there is locally for the support we are offering.

The group was initially set up by myself as a Disability Employment Adviser and someone who manages chronic pain as well as other conditions, 2 Occupational Therapists from the NHS Chronic Pain Team and 3 patients of the Chronic Pain Management Offering.

We all volunteer our time and we are passionate about ensuring the support is there for these people. Our surge in membership shows this is sorely needed.

We would appreciate any amount of funding you could spare.

Please do not hesitate to contact me if you require any further information about our group and the work we are doing to support vulnerable people in the community.

Yours sincerely

Miss Jennie Deus (Trustee).

07951947809

Jdeus1@icloud.com

Lara Jacob
Kingsmead Parish Council
345 Sharston Crescent
Knutsford
Cheshire
WA126 8AF

8th March 2021

Dear Lara

RE: CONTINUED ENGAGEMENT TO PROVIDE PAYROLL SERVICES

As the new financial year approaches, we formally write to you to confirm if you require us to continue our engagement as your Payroll Partner for the forthcoming Financial year 2021/22.

In this letter we would also like to confirm our service costs and some great new changes we will be implementing to make the whole Payroll process easier and more secure for all.

OUR 2021/22 SERVICE CHARGES

Given the current COVID situation we will not be increasing our charges for processing payroll, it will again remain unchanged for 2021/22 financial year.

You will continue to receive your invoice as per the agreed terms being monthly/quarterly/annual invoice which is payable in accordance with our terms of business and engagement plus VAT.

PAYMENT

Our bank details are included on our invoices and we ask all clients to make payment via bank transfer, as this is the environmentally friendly and most economical payment method. Should you wish to pay via cheque, unfortunately we will have to charge a fee of £1.50 per cheque in line with our Banks charge to us for processing. Please can you ensure that standing orders include the VAT element.

AGREEMENT TERM

Our Payroll agreement term is for twelve months April to March as detailed in our terms of business and engagement, with associated schedules as attached. These are important provisions and schedules which you should read.

We will continue to process payroll information in the same way as the current year and still require you to complete the monthly / weekly pay sheets and other forms to meet with legislation.

PROCESSING

We will continue to process your payroll based on your weekly or monthly pay sheet as follows:

- For Full Payroll clients: monthly paid staff: 8 working days prior to your pay date
- For Monthly paid staff: 5 working days prior to your pay date
- For Weekly paid staff: 2 working days prior to your pay date

For those clients who have a standard monthly or weekly rate, please complete April Pay sheet and mark in the notes this is for a 12-month period. Any changes throughout the year should be uploaded to the portal on a new monthly/weekly pay sheet.

Other information we require you to complete a form for are any new starters, change of bank details and change of address and upload to the portal. (These can be completed by your employees and uploaded in the portal for you to review and approve.)

CHANGES TO MINIMUM WAGE

Please note minimum wage rise from 6th April 21 as detailed below. Please adjust your pay sheets where appropriate:

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2020 (current rate)	£8.72	£8.20	£6.45	£4.55	£4.15
	23 and over	21 to 22	18 to 20	Under 18	Apprentice
April 2021	£8.91	£8.36	£6.56	£4.62	£4.30

PAYSLIPS, PENSION AND OTHER DOCUMENTATION

As per GDPR requirements we will now be uploading and accessing all documents via the Shires Portal, both to you as the employer and where required for each individual employees. Please confirm if you require us to set up portals for your employees to receive their payslips, or if you will distribute the payslip yourselves.

ANTI-MONEY LAUNDERING REGULATIONS POLICY

We are members of the Chartered Institute of Payroll Providers (CIPP) and are required to implement an Anti-Money Laundering Regulations Policy and Procedures. In accordance we have appointed a Money Laundering Reporting Officer (MLRO)

The firm's officer is Mr David Trotman

Contact Details

Tel: 01270 820273

Email: david@cheshireaccountants.net

Mr Trotman is available to discuss any matters relating to the firm's policies and procedures concerning Money Laundering Regulations and help clients understand their obligations. Please review our Terms of Business and Engagement with associated schedules for further information on how we handle data.

Please can you confirm via email that you wish us to continue to act for you for the financial year 2021/22 by the 20th March 2021, however, if you have any questions or queries please do not hesitate to get in touch.

Yours Sincerely

Penny Trotman
Shires Accountants Limited
email: penny@cheshireaccountants.net

7th March 2021.

Kingsmead PC
01606 533858



Dear Chris,

Thank you very much for asking us to quote on your recent tree work requirements.

Burwardsley Way

Description of work:

- Reduce the height of the dogwood as discussed on site.
- Coppice the hazel next to the boundary fence.
- Coppice the elder next to the boundary fence.
- Remove the multistem self seeded willow that is growing with the dogwoods.
- Finally leave area neat and tidy.

Cost of work above: £380.00 plus vat.

I hope this covers everything, if you require anything else with regards to this quote then please do not hesitate to contact me.

Look forward to hearing from you.

Best Regards

Paul Kellett
07968 322114

Wildflower Working Group - notes from meeting

Date/Time

9th Feb 7.30 - 8.15 pm via Zoom.

Present

Cllrs Hoey and Reed

Alison Allum from Transition Northwich

Simon Boyland - resident

Apologies

Ms Stewart

Discussion

1. update on the planning of the wildflower meadow for 2021 (discussed areas agreed with KPC)

Action -> Caddis to let Laura and Chris know the plans 2 weeks before hand; it depends on the soil conditions and weather but most likely to be April; Yellow rattle to be sown in the Autumn

Action -> Chris and Laura to inform interested parties (Parish Council, Simon B, Alison A, Ms Stewart) of the dates; call a planning working group meeting once dates are known

Action -> Chris and Laura contact the CWT to ask for advice

Note -> we could check with the Woodland Trust for an 'plant a tree' schemes

2. consider a scheme to supply bat and bird boxes to interested residents

Action -> Chris & Laura to think up a way to get sponsorship

Action -> Chris and Laura contact the CWT to ask for advice

3. consider a project with the primary school pending COVID restrictions - maybe sponsor children to make signage (like the ponds) or bug houses for the wildflower meadows

Action -> Chris & Laura to speak to Ms Stewart about these ideas or any she may have

4. Publicise the KPC wildlife policy

Action -> **Laura and Chris** - to discuss publicity of events and schemes in the April meeting (with new, permanent clerk)

5. Rebrand the KPC 'Best Gardens Scheme'

Action -> **Laura and Chris** - to discuss this scheme and how KPC could try to involve more people in the April meeting (with new, permanent clerk)

Correspondence regarding a bench at Coronet Pond

Good evening,

I hope you are very well. My family and I live on Coronet Avenue- through lockdown we have loved visiting our pond, along with so many other families with young children. My husband and I thought it would be lovely for residents to have a bench to sit on near the pond. We would love to sponsor it, depending on what the cost is.

Many thanks for all you do.

CW Countrywide

GROUPS MAINTENANCE

Goosebrook Farm, Goosebrook Lane, Antrobus, Cheshire, CW9 6BH

T| 01270 522062 F| 01270 522062 E| tim.young@countrywidegrounds.com W| www.countrywidegrounds.com

3rd December 2020

Kingsmead P C

Kingsmead

PO Box 448

WA16 1FJ

FAO The Clerk

Following on my visit to site with Chris and Laura round the parish play areas I have prepared the following quotes for work that was requested

Burwardsley

2 Gates and posts to be removed

Replaced with the same

Each gate New gate posts 2.1m x 150mm x 150mm 4W.W. Sawn fence Post

Posts installed a minimum 450mm in postcrete

Furniture removed from old gates and added to new gates

Materials £305.60+vat

Labour including disposal £484+vat

Removal and disposal of play equipment in this play area was also requested to be priced

Using a mini digger excavate all items of play equipment after scraping back the bark mulch

Remove the concrete bases

Back fill the hole with soil

Back fill the top with the original bark mulch

Price inclusive of labour and Plant and equipment and disposal £619.20+vat



Over 45 offices nationwide

Countrywide Grounds Maintenance Limited Registered in England No. 2798007 A subsidiary of Countrywide Consortium Limited

Registered Office: Countrywide House, Oak Green, Earl Road, Cheadle Hulme, Cheshire, SK8 6QL. T| 0161 485 6666 F| 0161 485 8686

Capesthorn

As above for two new gates supply and fit and disposal

Materials £305.60+vat

Labour including disposal £484+vat

Campbell Close

Rubber matting

We have been asked to provide a Budget quotation for an as yet unspecified play surface and construction of edges.

Based on the site as seen

Remove all 6 inches of soil for disposal locally (neatly)

Construct 150mmx 50mm Concrete edges set in concrete haunched all the way round the circumference

Lay 100mm of MOT 20mm down to dust

Apply whacker plate to surface to compact it

Supply and install wet pour safety surfacing based on Close Fall Height of 1.2m, 40mm black surface and 180 sq

Budget cost 15k+vat

Jet washing the memorial

To supply a jet washing facility and 1000litre water bowser to jet the memorial approx. 4-5m high
To erect mobile scaffolding around the monument and spray the pollution of the sandstone
The access would be along the path with the van as close as possible and one wheel on the grass. The alternative is access from the main road and erect traffic management around the van which would incur additional charge and probable inconvenience to residents. Assuming it was summer time the grass will bear one vans weight

Price For labour scaffold and machinery £796+vat

If you wish to discuss any of these quotes or require further information please contact the writer

Kind regards

Philip Young
Regional Manager - Countrywide Grounds Maintenance
Mobile 07710 579302